

Inspectional Services Operations Plan while City Hall is closed to the Public:

Permit Process Procedures:

1. Residents and Contractors are directed to download permit applications from the City's website: <https://www.woburnma.gov/government/inspectional-services/>
2. Residents and Contractors can forward completed applications and plans electronically (e-mail to tcquinn@cityofwoburn.com) or by depositing in the drop box located at the rear entrance of City Hall, or sending by regular U.S. mail.
3. Plan review and required signatures on permit applications, Inspectional Services Department (ISD) will facilitate coordination with other City Departments involved in review process via e-mail.
4. Applicant will be contacted by ISD Staff and advised of any items that need to be addressed during review; once review is complete, applicant will be notified of approval and fee due.
5. Approved Permit will be sent electronically or regular mail, if unable to receive electronically.

Inspection Process while City Hall is closed to the Public:

1. Resident or Contractor should contact office at 781-897-5840. Staff will direct to proper inspector to discuss type of inspection they are requesting.
2. Inspector will discuss with Resident or Contractor protocols in place to ensure social distancing at the inspection location and if the inspection is time sensitive, if it is determined that it is not time sensitive or unsafe to complete inspection will be postponed.

The Inspectional Services Department recognizes the necessary closure of City Hall to the public is an inconvenience, but it is necessary at this time in the best interest of public health and safety. All City processes and business will be monitored and updated as circumstances change.

We also ask kindly that you wait to request any inspections that are not time sensitive, or inspections in which social distancing cannot be maintained.

Thank you for your continued cooperation as we all work together in the best interest of everyone.